HUMAN RESOURCES AND LABOR NEGOTIATIONS COMMITTEE

Minutes of the Regular Session of the Human Resources and Labor Negotiations Committee of the Dodge County Board of Supervisors held on Tuesday, June 18, 2013 at 10:00 A.M., in meeting room 4C located on the fourth floor of the Administration Building.

HR COMMITTEE MEMBERS PRESENT: Maly, Ballweg, Frohling, Greshay and Marsik

ALSO PRESENT: Joseph Rains, Director of Human Resources; Sarah Eske, Human Resource Analyst; James Mielke, Dodge County Administrator; Bernadette Mueller, Director of Child Support; Jane Hooper, Clearview Administrator; Angela Zilliox, Human Resource Specialist.

Meeting called to Order by Chair Maly at 10:00 a.m.

Roll call was taken. All members present.

Rains verified that the meeting was noticed in compliance with the Open Meetings Law.

Motion by Marsik to approve the agenda and allow the Chairperson to go out of order to efficiently conduct the meeting. Second by Greshay. Motion carried.

Maly asked if anyone present had any public comments. None were heard.

Motion by Frohling to approve the minutes of the June 4, 2013 regular meeting of the Human Resources and Labor Negotiations Committee. Second by Greshay. Motion Carried. Ballweg abstained.

Rains informed the Committee that interviews took place to refill the position of Human Resources Assistant I at Clearview. He stated Hooper and Zilliox were part of the interview panel. He stated that he extended an offer to a candidate and the candidate has accepted. Rains stated that the candidate has experience working in a hospital and clinical setting. He stated that he is recommending a starting wage of pay grade 3 step 5, \$16.42. He stated that with her prior experience she will need minimal training as she understands the various nuances with certifications and licensures held by employees in a hospital setting. He stated that she is currently working part-time at a technical college and is being paid a wage that well exceeds the rate of pay he is recommending. He stated he feels this is a fair wage given her experience. He stated that she will be starting on June 19, 2013 on a part-time basis and then will be full-time on July 1, 2013.

Motion by Ballweg to approve the recommendation to start her at pay grade 3 step 5, \$16.42. Second by Greshay. Motion carried.

Rains explained that the Committee would need to make a recommendation regarding 2014 Health and Dental Insurance premium rates for budgeting purposes. Rains then stated that he reviewed the Dental Insurance fund with Julie Kolp and Eileen Lifke. The consensus was that the fund was where it needed to be and therefore he is recommending that the premiums remain the same for 2014. Rains explained that there are still a lot of unknowns with the Affordable Health Care Act and that his recommendation at this time would be to increase the health insurance premiums by 10% for 2014 budgeting purposes. Mielke stated that the Finance Committee has

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put together the timeline for the budget and if this Committee indicates that a 10% increase for health insurance premiums be built in and the total increase is either higher or lower then adjustments will need to be made at that time. Maly indicated that the Committee should start to think about whether the County will absorb the full cost of the increase or whether the County will share the cost of the increase with employees. It was the consensus of the Committee to increase the health insurance premiums by 10% and make no change to the dental insurance premiums for 2014 budgetary purposes.

Rains indicated that Committee consideration of the Carlson Dettmann recommendation for Court Commissioner will be held over until the July 9, 2013 meeting.

Eske explained to the Committee that the Job Description Questionnaire (JDQ) was completed for the Assisted Living Supervisor at Clearview. Katie McCloskey from Carlson Dettmann reviewed the JDQ and made a recommendation to place this position in grade 9. Hooper explained that she was in contact with McCloskey and was able to explain the position in detail and that she is in agreement with the recommendation. Eske explained that the resolution creating this position will go before the County Board at the meeting this evening.

Motion by Frohling to approve the recommendation to place this position into grade 9. Second by Marsik. Motion carried.

The Committee reviewed the Personnel Requisitions.

- One (1) Child Support Specialist I Full-time LTE, Child Support Department
- One (1) Property Listing Assistant Full-time, Land Resources & Parks Department
- One (1) Lieutenant/Communications Director Full-time, Sheriff's Department Communications Div.
- One (1) Detective Full-time, Sheriff's Department Criminal Investigation Div.

Motion by Marsik to approve the Personnel Requisitions as presented with the exception of the Property Listing Assistant, which will be placed on hold until the July 23, 2013 meeting. Second by Frohling. Motion carried.

Leave of Absence: None.

The Committee reviewed the Salary, Wage, and Status changes as presented.

NEW HIRE – UNION: Brian H. Severson, Traffic Patrol Officer, Sheriff's Department – Patrol Division at \$25.55, Pay Grade SSU04, Step 1_ST effective 06-11-13. RE-HIRE – UNION: None. RECLASSIFICATION – UNION: Justin R. Kontny, Traffic Patrol Officer, Sheriff's Department – Patrol Division at \$25.55, Pay Grade SSU04, Step 1_ST effective 06-24-13; Randy A. Kramer, Traffic Patrol Officer, Sheriff's Department – Patrol Division at \$28.02, Pay Grade SSU04, Step 6M54 effective 06-17-13; Andrew S. Rolfs, Detective, Sheriff's Department – Criminal Investigation at \$28.87, Pay Grade SSU06, Step 5M42 effective 06-24-13. STEP INCREASE – UNION: Charles J. Borchardt, Traffic Patrol Officer, Sheriff's Department – Patrol Division at \$25.98, Pay Grade SSU04, Step 2M06 effective 07-02-13. NEW HIRE: Brian D. Benson, Utility II/Truck Driver, Highway Department at \$16.42, Pay Grade DC03, Step ST05 effective 06-03-13; Stacy L. Van Buren, Human Resource Assistant I, Human Resource

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Department – CV at \$16.00, Pay Grade DC03, Step ST04, effective 06-19-13; Matthew L. Regan, Correctional Officer – Relief, Sheriff's Department – Jail Division at \$16.91, Pay Grade DC04, Step 01 effective 06-24-13. <u>RE-HIRE</u>: Michael R. Bernhard, Utility II/Truck Driver, Highway Department at \$18.52, Pay Grade DC03, Step 10B effective 06-10-13. <u>LIMITED TERM/SEASONAL</u>: Ryan A. Miller, Highway Seasonal #6 of 6, Highway Department at \$10.53, Pay Grade MSC08, Step 01ST, effective 06-10-13; Raelyn A. Woock, Highway Seasonal #5 of 6, Highway Department at \$10.53, Pay Grade MSC08, Step 01ST, effective 06-10-13. <u>RECLASSIFICATION</u>: Scott G. Smith, Chief Deputy, Sheriff's Department at \$36.87, Pay Grade DC14, Step ST01 effective 06-07-13. <u>STEP INCREASE</u>: None. <u>NON-SCHEDULED INCREASE</u>: None.

The Committee reviewed the Orientation Period Reports as presented.

Rains updated the Committee on the progress of the Performance Review Advisory Committee. Rains stated the next meeting is in the process of being scheduled and that Katie McCloskey has submitted a draft form and a list of factors for the Committee to discuss at the next meeting.

Committee Member Reports: None to report.

HR Director's Report

- a. Disciplinary Actions: Nothing to report.
- b. Grievances and Arbitrations: Rains informed the Committee that the Sworn Union has indicated that one of the Arbitrators we submitted was also on their list, so it was a mutual agreement to select Bill Houlihan as the Arbitrator for Sworn Grievance 13-01 (step increases). Rains indicated that the Union will submit the necessary paperwork.
- c. Worker's Compensation: Nothing to report.

Future Agenda Items: Discussion regarding health insurance - employee premium share.

Future Meeting Dates and Times:

The next regular scheduled meetings of the Human Resources and Labor Negotiations Committee are **July 9 and July 23, 2013** at 10:00 a.m. in room 4C of the Administration Building.

Meeting adjourned by order of the Chair at 10:55 a.m.

Richard Greshay, Secretary Foz Donna Maly, Chair

Disclaimer: The above minutes may be approved, amended or corrected at the next committee meeting.